



**Westerville City Schools**  
**Office of Human Resources - Classified Personnel**  
**Notice of Vacancy**

The Westerville School System is an Equal-Opportunity Employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

Job Title:	Building Aide	Posting Date:	
Job Classification:	AAS	Effective Date:	2024/2025 SY
Job Location:	TBD	FLSA Status:	Non-exempt
Work Schedule:	1- 5.5 Hours as Needed	Hourly Rate:	\$14.88 per hour
How to apply:	Apply online <a href="http://www.wcsoh.org">http://www.wcsoh.org</a> Phone: 614/797-5728		

#### Summary of Duties

Monitor students during designated times throughout the day including meal times, playground and outside at cross walks. This position also entails basic office assistance, as needed between student monitor assignments.

#### Experience/Education

High school diploma or equivalent.

#### General Duties

This position will perform a range of duties based on the time of day and location of the assignment, including but not limited to:

- Ensure safety of students
- Assist with cleaning and sanitizing tables during and after lunch
- Assist with cleaning and sanitizing desks and other surfaces as needed
- Follow rules, regulations and policies of the school lunch program
- Maintain orderly transition of students in and out of cafeteria and recess
- Assure that every student has an opportunity to eat their lunch undisturbed
- Make sure that students clean up after their meals
- Follow building lunch and recess management plan
- Consistently monitor the flow of traffic in all directions at the assigned crossing
- Direct the school patrol at appropriate times to raise and lower crossing flags to control student movement
- When possible record license plate number of any vehicle violating school zone safety and report to principal
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student health, restriction records
- Interact in a positive manner with staff, students and parents
- Working knowledge of the district safety plan.
- Manage building recess equipment.
- Attend meetings and in-services as required
- Clerical tasks as assigned including but not limited to filing, making copies, etc. at the direction of building principal

#### Other Duties and Responsibilities

- Respond to routine questions in an appropriate manner
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Perform other duties as assigned by the building principal

<b>Knowledge, Skills and Abilities</b>
<ul style="list-style-type: none"> <li>• Ability to work effectively with others</li> <li>• Ability to maintain student behavior</li> <li>• Ability to communicate ideas and directives clearly and effectively both orally and in writing</li> <li>• Effective, active listening skills</li> <li>• Organizational and problem solving skills</li> </ul>
<b>Additional Working Conditions</b>
<ol style="list-style-type: none"> <li>1. Occasional exposure to blood, bodily fluids and tissue</li> <li>2. Potential interaction with students with behavioral needs</li> <li>3. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop</li> <li>4. All crossing guards are issued a reflective neon vest to wear, as well as a stop sign, traffic cones (if recommended) and the crossing flag. Guards are required to wear and use each of these items while on duty.</li> <li>5. Exposure to outside elements</li> </ol>
<b>Special Requirements</b>
Educational Aide or Student Monitor Permit from the Ohio Department of Education (note, district will assist with this after hire).

*All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Employment Opportunity Employer and complies with all State and Federal Regulations regarding employment.*

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I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

\_\_\_\_\_

Name

\_\_\_\_\_

Date